



ACCOUNTING RFP 2024

Founded in 1952, the [South East Chicago Commission \(SECC\)](#) is a community-based not-for-profit organization focused on enhancing economic development in five neighborhoods on the south side of Chicago: Hyde Park, Woodlawn, Washington Park, Kenwood and Oakland.

[Special Service Area #61 – Hyde Park \(SSA #61\)](#) is a local tax district that funds expanded services and programs through a localized property tax levy within a specific footprint. The SSA provides enhanced services and programs specific to the area.

Both the SECC and SSA #61 are seeking accounting services from qualified vendors to perform accounting services. We request one proposal with separate price estimates for SECC and SSA 61.

Qualifications

- A minimum of five years of experience in accounting
- CPA
- 3+ years of working with non-profits and foundation grants
- 2+ years of working with governmental (federal, state, county or municipal) financing. SSA or BID experience preferred
- Creating and presenting financial reporting systems for different constituencies of the same financial system
- Ability to work with auditor(s) in performing audits
- Attend monthly financial meetings for each financial committee in person (where expected)
- Be available for financial consultation
- Offer general financial guidance on development and implementation of financial systems
- Prepare monthly P&L and other reporting systems to communicate accurate financial performance

Scope of Services to be Provided

- Prepare monthly general ledger.
- Input monthly payroll register prepared by your payroll provider into the company's general ledger system to record payroll and related fringe benefits.
- Add cash receipts posted in the general ledger and compare to bank account statements for the month to ensure all amounts received by bank are posted in the general ledger and vice versa.
- Ensure that cash disbursements posted by designee in the general ledger are correctly coded to a designated chart of accounts.
- Reconcile bank accounts monthly based only on information on bank statements (no inspection of canceled checks).

- Propose adjustments (subject to discussion and your approval) for cash receipts, payroll and other expenses in order that the monthly financial statements will be fairly stated.
- Prepare monthly financial statements consisting of a balance sheet, statement of income, and statement of cash flows.
- Prepare monthly Profit and Loss statement with comparisons of actual expenses (detail) to budget and resulting variances.
- Prepare and mail weekly accounts payable checks from submitted list.
- At the end of the year, inspect employee W-2 form and employer tax filings related payroll forms, prepared by the organization's payroll service.
- At the end of the year, prepare the corporate tax returns for the Federal and State of Illinois.
- Any other duty or client request not specifically identified above may be performed upon request with the understanding that a separate bill will be due and payable for such service.
- Correspond with the designated audit firm to prepare the yearly audit.
- Meet with SECC Finance Committee 1x per month.
- Meet with SECC Executive Director, SSA Program Manager and Operations Manager 1x per month and prior to finance committees and/or Board meetings.
- Meet with SSA Commissioners in quarters two and four of the calendar year to provide a status update on financials and answer any specific inquiries regarding the financials.

Although a single firm is desirable, the RFP response should be broken down into services and pricing for both the SECC and SSA #61. Responses not including this breakdown will not be considered.

Proposal Requirements

- Cover Page – To include company/firm name, physical address, principal names, and primary contact person with titles, email addresses, telephone number(s).
- Table of Contents – Response to include a table of content with corresponding page numbers outlining information provided.
- Executive Summary of Proposal – Provide a narrative describing the company/firm's approach, client management, technical services (scope of services), expected outcomes, and advisory support.
- Key Personnel – Respondent shall identify its proposed staff to perform the task identified.
- Pricing Fees - Response to include a detailed proposal of fees with corresponding services to be provided for year 1 and subsequent years.
 - Note: Agency is seeking a flat annual base fee structure.
- Optional Services – In addition to what has been requested in this RFP the Respondent may provide optional services with the cost for each.
- Disclose and Affidavit- Disclose of any principal, owner, senior staff, or other personnel employed in any capacity with governmental agencies including the City of Chicago, Cook County, State of Illinois, or Federal Government.
- Affidavit with notary affirming that no principal, owner, senior staff, or other personnel are employed with the City of Chicago.
 - Note: Companies/Firms with ownership or principal interest held by an employee of the City of Chicago will not be considered.

- Licenses – Provide copies of currently applicable licenses including but not limited to, the City of Chicago and the State of Illinois.
 - Note: The selected Respondent will be required to provide and maintain all applicable licenses at its own expense, until Contract completion and during the period following expiration, and if the selected Respondent is required to return and perform any additional work.
- Insurance – Provide proof of insurance as appropriate, professional and general liability, and workers' compensation.
 - Note: The selected Respondent must provide and maintain insurance at its own expense, until Contract completion and during the period following expiration, and if the selected Respondent is required to return and perform any additional work.
- References – Provide 3 to 5 client references for contracts of similar size and scope as described in this RFP, including client name, contact person, and contact information.

Respondent's Background and Experience

Provide a company overview, which will describe the Respondent's corporate structure, including holding and parent companies, corporate affiliates, its legal form, and all locations.

- Describe any recent changes in Respondent's ownership or management structure.
- Will these changes have any impact on Respondent's ability to provide the Services during the expected term of the Agreement?
- What are the qualifications of the CPA Firm, senior management, and staff, including experience in auditing like entities?
- Indicate whether the Respondent has been a party to any lawsuit(s)? If so, please provide a detailed explanation.
- Within the past ten years (10), has the Respondent been contracted to provide similar services as outlined in this RFP, if so provide a brief description?
- Identify any other resources that will be utilized in completing project tasks.
- Provide a summary of any unique expertise, products, or services that would assist Respondent in performing the Services.
- Provide the company/firm's standard Work Process/ Work Flow Schedule (e.g. step-by-step process, responsible parties, and due dates). This should provide the Agency with an overview of how your company/firm consults its due diligence collection, client updates, and expectations.
- What digital platforms does your company/firm utilize? Does it provide "real-time" key information and progress status?
- What will be expected of the Agency/client regarding digital communications?
- How does your company/firm assure data security?
- Provide policy and practice regarding Client notifications, such as a change in key personnel, etc.
- Provide policy and practice regarding continuing professional education within the company/firm.
- Provide Peer Review rating, records, and findings for the past 3 years.
- Has the company/firm been the object of any disciplinary action in the past 5 years?
- Is this CPA Firm on any debarred vendor list with governmental entities?
- Does this firm have direct experience with Special Service Areas in the City of Chicago?

Final selection will be made based on the above criteria and proposed fee. Preference will be given to firms located within the City of Chicago. MBE/WBE firms are strongly encouraged to apply.

RFP response deadline is August 30, 2024. Proposals must be submitted to the attention of Diane Burnham at diane@secc-chicago.org or sent to South East Chicago Commission c/o Diane Burnham at 1513 E. 53rd Street #2, Chicago, IL 60615.

Questions concerning this request for proposal may be directed to the email address above.